

Action Item 1 - Offices and Workstations

Net Office and Workstation Space Allocations

Recommended range of net office space allocations to enhance efficient use of County facilities include:

Open Workstations	40 - 80 nsf
Open Workstations or Closed Offices	90 - 130 nsf
Open Workstations or Closed Offices	140 - 180 nsf
Closed Offices	190 - 250 nsf

Size of office or workstation are recommended to be determined based on functional requirements, rather than rank or position. Offices greater than 250 nsf are generally not recommended, however office areas could be adjusted upward based on proven need, and if space is available.

OPTIONS FOR ACTION ITEM 1:

- Option 1 Accept the Office Space Planning Standards approach to providing net office and workstation areas, as noted. } *accepted*

OPTION 1 RECOMMENDED

- Option 2 Accept the proposed Office Space Planning Standards approach, with modifications.
- Option 3 Proposed Office Space Planning Standards for offices and workstations not accepted.

Action Item 2 - Special Purpose and Common Use Shared Spaces

Action Item 2 concerns office space needs above and beyond that provided in the net cumulative total of all offices and workstations within each Constitutional.

Special purpose facilities, as required, which may include:

- Facilities for the public, such as lobby, viewing, records, etc.
- Law or other specialized library, archives, etc.
- Training rooms, data centers, etc.

Common use shared facilities on each floor level of the BOA Tower:

- Shared meeting and conference rooms.
- One break room.
- One mail/copy room.
- Four (4) individual restroom facilities for staff and public.

Overall Net Useable and Net Tenant or Rentable Area

Recommendations to enhance efficient use of County facilities include:

Net Useable Area	175 - 200 nsf per FTE
Net Tenant or Rentable Area	200 - 230 nsf per FTE

Net Useable Area is the combined total of all offices and workstations; and in addition their support, storage, collaborative, filing, amenities and other support spaces. Net Tenant or Rentable Area includes special purpose and common use shared facilities, above and beyond Net Useable Area.

OPTIONS FOR ACTION ITEM 2:

- Option 1 Accept the Office Space Planning Standards approach to providing special purpose facilities as required, and common use shared facilities per floor level of the BOA Tower, and net useable and net tenant or rentable area per Constitutional, as noted.

approved

OPTION 1 RECOMMENDED

- Option 2 Accept the proposed Office Space Planning Standards approach to Special Purpose and Common Use Shared Spaces, with modifications.
- Option 3 Office Space Planning Standards for Special Purpose and Common Use Shared Spaces not accepted.

Action Item 3 - Relocation Criteria & Principles

Selection Criteria

Selection Criteria - defined as the relevant issues to professionally, logically and technically analyze and address in order to develop a set of recommendations for relocation to BOA.

1. Basic Space Analysis
2. Public Access, Adjacency and Co-Location Requirements
3. Special Issues and Needs
4. Appropriate 'Fit'

5. **Efficiency and Economy**

6. **Long-Term Vision**

Basic Principles

Basic Principles - the concise concluding principles that define the recommended Strategic Action and Way Forward for relocation to the BOA, Phase One (2005 - 2007), and into the future.

1. **Consolidate public access needs and enhance service to the public.**
2. **Utilize the future connecting level(s) of the BOA Tower appropriately.**
3. **Streamline operations and enhance efficiency where feasible for the County.**
4. **Guided by the long-term vision, use permanent locations and minimize future moves.**

OPTIONS FOR ACTION ITEM 3:

Option 1 Accept the Selection Criteria and Basic Principles for Relocation, as noted.

] *approved*

OPTION 1 RECOMMENDED

Option 2 Accept the Selection Criteria and Basic Principles for Relocation, with modifications.

Option 3 Selection Criteria and Basic Principles for Relocation not accepted.